

2019 Inventory Guidance document

Oregon Department of Agriculture

Purpose

Provide guidance to effectively and efficiently create an ODA Inventory List of information that the agency provides, produces, collects, and/or has in its possession. This includes items both electronically and physically in storage, on shelves, and in boxes throughout offices and locations in which agency staff work or store items at.

Background

In 2017, Governor Brown signed Executive Order 17-12 which provided a pathway for Oregon's nine federally recognized tribes to have access to culturally significant items agencies may have in their possession. Through conversations and trainings with tribal representatives, it became apparent that culturally significant items are not necessarily evident. Furthermore, what one tribe considers culturally significant may not be significant to another. Given this information, it has been determined that the most effective way to fulfill this mandate is to create a summary inventory list of the work that ODA produces or has in their possession. This list will be submitted to Oregon's tribal nations for determination on what is culturally significant to them.

Guidance

Each program area at ODA has unique qualities and processes that direct how our work is done. As managers, you are able to determine the best method for completing an inventory of your program area. The follow steps and timelines have been created to help achieve this task. Please work with your program director to determine the best approach for your assigned areas.

- Managers will work with their staff to ensure 100% participation in compiling and completing the Department of Agriculture Inventory Questionnaire. Staff who are close to retiring or leaving their position should be contacted first. If you have a unique situation that prevents 100% participation, please contact Christina Higby to discuss.
- Method of participation will be at the manager's discretion, unless otherwise instructed by your program director. The following is a list of potential methods you can use to compile and summarize your responses.
 - Send the questionnaire out individually for each staff member to complete. Manager will compile the information and submit a comprehensive summary of the responses.
 - Conduct a staff meeting to complete the questionnaire as a group.
 - Manager can complete the questionnaire in advance and send out to staff for feedback and verification. A record of each staff response must be recorded.

- Manager will gather the questionnaire responses and compile a summary for their respective oversight area.
- Manager will submit their summary to their workgroup representative or designee.
- The workgroup representative or designee will record the information onto the Program Area worksheet. Each program area can determine the best way to record summary information on the worksheet. (Worksheets are located in the Commons folder under ODA EO 17-12 Inventory List.)
- Storage areas, libraries, etc. will need to be included in the summaries submitted. Please contact Christina Higby and Amy Bingham if you have questions about this or need assistance.

Timeline: August through September 27, 2019

Please have your questionnaire completed and program summary submitted by September 27, 2019. Timely completion and submission of your program summary to your workgroup representative or designee is important. Please talk with your immediate supervisor if you have concerns about meeting the deadline.

September 27, 2019

- Deadline for submission is due. Program Area Directors and workgroup representatives will verify the accuracy and completion of the worksheet before submitting.